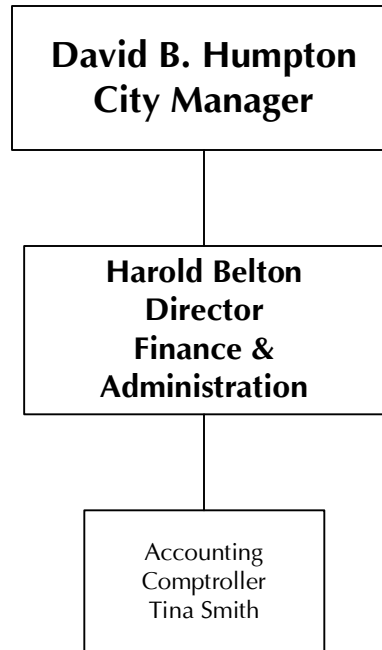




FINANCE & ADMINISTRATION



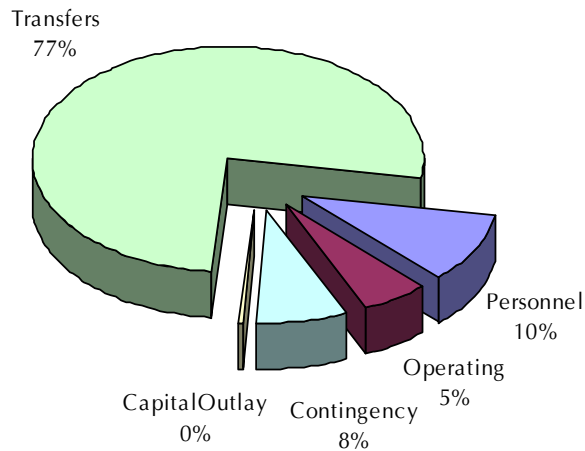
FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

MISSION:

To maintain superior standards in governmental accounting and reporting. Provide accurate, timely personnel information, services, and financial system training for all City employees.

Budget Summary	Budgeted 2003 - 04	Budgeted 2004 - 05	Proposed 2005 - 06	Adopted 2005 - 06
Finance & Administration	624,000	626,611	664,337	664,337
General Services	97,270	101,385	112,830	120,830
Non-Departmental	5,238,379	6,942,357	10,863,465	11,274,937
TOTAL	\$ 5,959,649	\$ 7,670,353	\$ 11,640,632	\$ 12,060,104

**Finance and Administration
FY 2006 Budget of \$12,060,104**



FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

STAFFING SUMMARY BY POSITION:

1141 - Finance & Administration	FY 04	FY 05	FY 06
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Senior Accountant	1	1	1
Accounting Technician	2	2	2
Administrative Secretary	0	1	1
Administrative Assistant	1	0	0
Part-Time Personnel	0.3	0.3	0.3
<i>Subtotal</i>	6.3	6.3	6.3

1149 - General Services	FY 04	FY 05	FY 06
None	0	0	0

1911 - Non-Departmental	FY 04	FY 05	FY 06
None	0	0	0

TOTAL	FY 04	FY 05	FY 06
Full-Time Personnel	6	6	6
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.3	0.3	0.3
	6.3	6.3	6.3

Finance & Administration

1141 - Finance & Administration

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

- Provide user departments easy access to MUNIS reports/information using GRADE Explorer.
- Provide user departments with on-line requisitioning and interactive reporting capability in MUNIS.
- Retain GFOA's Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting.
- Strengthen accounting internal controls across all City operations.

FY WORK PLAN GOALS:

- Ensure vendor payment processing and payroll processing in a timely matter.
- Maintain Fixed Asset Accounting module in MUNIS, complying with GASB 34.
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that thoroughly communicates the financial plan of the City.

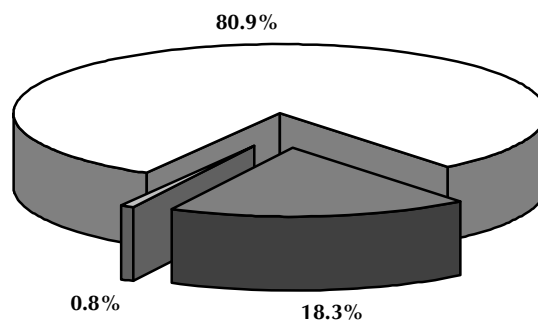
SIGNIFICANT CHANGES FOR FY 06:

- Retirement Health Savings (RHS) increased \$5,917 to account for the expenditure in each operating department in FY 06. In FY 05 this expenditure was recorded in 1911, Non-Departmental.

Summary	Budgeted 2003 – 04	Budgeted 2004 – 05	Proposed 2005 – 06	Adopted 2005 – 06
Personnel Services	\$486,085	\$508,211	\$537,532	\$537,532
Other Operating Expenses	134,556	115,040	121,755	121,755
Capital Outlay	3,359	3,360	5,050	5,050
TOTAL	\$624,000	\$626,611	\$664,337	\$664,337

Finance & Administration
FY 2006 Budget of \$664,337

- ☐ Personnel Services
- ☒ Other Operating Expenses
- ☐ Capital Outlay



Finance & Administration

1141 - Finance & Administration

Performance Measures	Actual 2003 – 04	Budgeted 2004 – 05	Projected 2005 – 06
Number of MUNIS related assistance provided		35	50
Number of internal control and cash audits		8	8
Number of A/P invoices paid	18,187	18,500	18,500
Maximum number of days to process invoices	5	5	5
GFOA comments on CAFR	5	5	5
GFOA comments on Budget	5	5	5

Finance & Administration

1149 - General Services

SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

FY WORK PLAN GOALS:

- Provide for optimal cost effective procurement of equipment, services and operating supplies needed by the City.

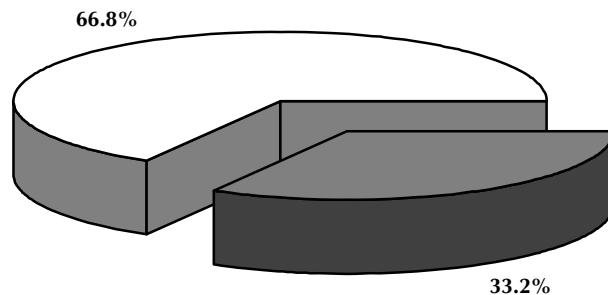
SIGNIFICANT CHANGES FOR FY 06:

- Furniture & Equipment (Replacement) increased \$8,465 to cover additional funds for future City telephone replacement.
- Office Supplies increased \$16,000 to cover inflation for the past 2 years and additional supplies ordered City-wide.
- Repair & Maintenance - Machinery & Equipment decreased \$7,950 for items no longer requiring maintenance contracts.

Summary	Budgeted 2003 – 04	Budgeted 2004 – 05	Proposed 2005 – 06	Adopted 2005 – 06
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	65,620	69,725	72,715	80,715
Capital Outlay	31,650	31,660	40,115	40,115
TOTAL	\$97,270	\$101,385	\$112,830	\$120,830

General Services
FY 2006 Budget of \$120,830

- ☐ Other Operating Expenses
- ☒ Capital Outlay



Finance & Administration

1911 - Non-Departmental

SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for workers' compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the Capital Projects Fund.

FY WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures.

SIGNIFICANT CHANGES FOR FY 06:

- Contingency increased \$258,500 to cover the possibility of the City providing enhanced retirement benefits.
- Group Insurance - Retirees increased \$32,832 due to the number of retirees enrolled or projected to enroll in retiree health care.
- Insurance - Not Payroll - Increased \$45,275 due to premium increase for property and liability insurance.
- Miscellaneous Professional Services - Increased \$100,000: \$50,000 to provide for a city wide compensation/classification study and \$50,000 to provide retirement investment/financial counseling to employees.
- Rental & Use decreased \$175,000 for Cable TV payments for Channel 95. Revenue budget also decreased \$175,000.
- Transfers To Other Funds increased \$4,036,067 to cover additional projects in the FY 2006 CIP Budget.
- Vacation & Sick Pay increased \$25,000 to account for actual usage in prior years.

Summary	Budgeted 2003 - 04	Budgeted 2004 - 05	Proposed 2005 - 06	Adopted 2005 - 06
Personnel Services	\$439,285	\$621,007	\$681,362	\$681,362
Other Operating Expenses	547,550	480,795	458,453	458,453
Contingency	650,000	650,000	950,000	908,500
Transfers	3,837,738	5,190,555	8,773,650	9,226,622
TOTAL	\$5,238,379	\$6,942,357	\$10,863,465	\$11,274,937

Non-Departmental
FY 2006 Budget of \$11,274,937

- ☐ Personnel Services
- ☐ Other Operating Expenses
- ☐ Contingency
- ☐ Transfers

